

United States Bankruptcy Court Middle District of Louisiana



Creditor Manual

**Case Management/Electronic Case Filing System (CM/ECF)
Version 5.0**

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CM/ECF HARDWARE AND SOFTWARE REQUIREMENTS

COMPUTER

Windows or Macintosh operating systems.

INTERNET ACCESS

High speed Internet access is highly recommended, but not required.

INTERNET BROWSER SUCH AS:

Mozilla Firefox
Netscape
Internet Explorer
Macintosh browsers are also compatible

PROGRAM TO CONVERT DOCUMENTS INTO PDF FORMAT

Microsoft Word
Corel WordPerfect
Adobe Acrobat Writer

ADOBE ACROBAT READER

Will be needed to open and view PDFs

SCANNER

To scan paper documents and save them as a PDF.

THIRD PARTY BANKRUPTCY SOFTWARE IS COMMERCIALLY AVAILABLE.

**** Public access to file documents is always available in the lobby of the Clerks Office.
Business hours are 8:30 a.m. to 4:30 p.m.****

USING THE COURT'S WEBSITE

The court's website is a tool to assist you with the basics of CM/ECF, as well as providing you with a resource for filing documents electronically in our court.

Our website address is:

www.lamb.uscourts.gov

The court's website provides you with the following:

Recent News and Updates

All National Bankruptcy Forms

All Local Forms

National Rules

Local Rules

Hearing Dates and Times

Fee Schedules

Attorney Admission

Trustee Information

Opinions

Standing Orders

Contacts and Office Hours

Training Information

User Guides

ECF Tips

FAQ's

Please become familiar with the court's website and its resources and check it regularly for any updates or changes. The Middle District of Louisiana Bankruptcy Court has created this website to provide public access to the most current forms and information.

NOTICES OF DEFICIENCY AND DOCKET ENTRY NOTATIONS

The court will continue to check all filings and make notations on the docket sheet regarding errors or issue notices of deficiency. It is important for filers to correct their mistakes within the time frame requested by the court.

When a filer fails to provide the required documents, the filer will receive a notice of deficiency. The notice of deficiency will give five, seven, ten, fourteen, or fifteen days to file the required documents or correct any mistakes. If not filed, the court will strike the document, or enter an order to show cause and for sanctions. The notices of deficiency are as follows;

Notice of Deficiency for Incorrect Event

Notice of Deficiency for Incomplete PDF Attached

Notice of Deficiency for Incorrect PDF Attached

Notice of Deficiency for Missing Signature

The information in this manual will assist you in filing your documents correctly under version 4.2. Please become familiar with this manual and use it as a reference tool when filing. Please contact the court with questions before filing a document when you are unsure of the proper procedure or if you have received a notice of deficiency and are not sure why.

FILING A PROOF OF CLAIM

Your PDF should consist of the following:

Proof of Claim - Form B10 signed and dated.

Include documents that support your claim, a bill, invoice, judgment etc.

****NOTE****

Do Not include a complete social security number on the Proof of Claim or any attachments..
You may only show the last four digits of the social security number.

The Proof of Claim form B10 must be signed and dated by the creditor or representative.

Once logged into CM/ECF, click **Bankruptcy** on the blue bar.

Below Bankruptcy Events, click **File Claims**.

Search for Creditor screen. Enter the bankruptcy case number **only**.

Search for Creditor

Case Number

Name of creditor

Type of creditor

- Creditor
- Administrative
- 20 Largest Unsecured Creditors
- Limited Notice
- Notice of Appearance

Click **Next**

Select a Creditor for Claim screen. Click the drop down list and select the name of the creditor.

Select a Creditor for Claim

Case 12-10019: Mr. Debtor and Mrs. Joint Debtor

[Add Creditor](#)

[Edit Creditor](#)

Click **Next**

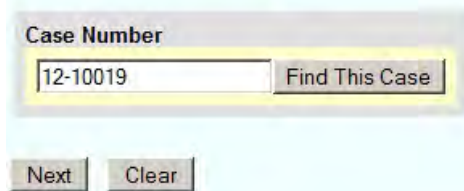
****If you do not have to Add or Edit creditor information, skip the following instructions on adding or editing a creditor and continue to page 10.****

If the creditor's name does not appear, click **Add Creditor**.

Adding a Creditor

Creditor Processing screen. Enter the bankruptcy case number.

Creditor Processing



Case Number

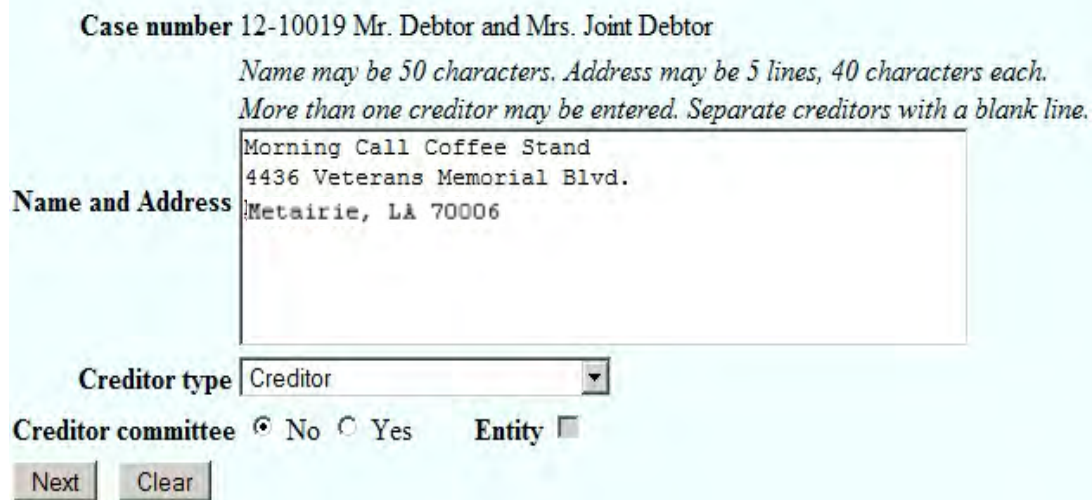
12-10019 Find This Case

Next Clear

Click **Next**

Add Creditor(s) screen. Enter the **Name** and **Address** of the creditor, as shown below.

Add Creditor(s)



Case number 12-10019 Mr. Debtor and Mrs. Joint Debtor

*Name may be 50 characters. Address may be 5 lines, 40 characters each.
More than one creditor may be entered. Separate creditors with a blank line.*

Name and Address

Morning Call Coffee Stand
4436 Veterans Memorial Blvd.
Metairie, LA 70006

Creditor type Creditor

Creditor committee ☒ No ☐ Yes Entity ☐

Next Clear

Click **Next**

Add Creditor(s)

Total Creditors Entered 1

Click **Submit**

Creditors Receipt screen.

Creditors Receipt

Case Number	3:12-bk-10019
Total Creditors Added to Database	1

[File A Proof Of Claim](#)
[Return To Creditor Maintenance Menu](#)

Click **File A Proof Of Claim**. You will return to the Search for Creditor screen. The creditor's name and address you have added will now appear. Click on the creditor's name then click **Next**.

Continue to page 10.

If the creditor's name or address is listed but incorrect, click **Edit Creditor**.

Edit Creditor(s)

Case number

Enter name of creditor

Click **Next**

Case number 12-10019 Mr. Debtor and Mrs. Joint Debtor

☒ **Edit Creditor** Morning Call Coffee Stand 4436 Veterans Memorial Blvd. Metairie, LA 70006 - 7565 ▼

☐ Add new creditor

Click **Next**

Edit Creditor(s) screen. Edit the **Name** or **Address** of the creditor, as shown below.

Edit Creditor(s)

Case number 12-10019 Mr. Debtor and Mrs. Joint Debtor

Name may be 50 characters. Address may be 5 lines, 40 characters each

Name and Address

Creditor type

Creditor committee ☒ No ☐ Yes **Entity** ☐

Click **Submit**

Modify Completed screen.

Modify Completed!

[File A Proof Of Claim](#)

[Edit Creditor](#)

Click **File A Proof Of Claim**. You will return to the Search for Creditor screen. The creditor's name and address you have edited will now appear. Click on the creditor's name, then click **Next**.

The Proof of Claim Information screen. Below **Claimed**, enter the amount of claim in the box listed **Amount Claimed** (Unsecured), **Secured** or **Priority**. This information must match the information on the B10 Proof of Claim form.

Proof Of Claim Information For		
7565 - Morning Call Coffee Stand 4436 Veterans Memorial Blvd. Metairie, LA 70006		
Case Number: 12-10019	Amends Claim #: <input type="text"/> Find	Filed By: Creditor ▼
Last Date To File:	Date Filed: 07/16/2012	
Last Date To File(Govt):		
Claimed		
Amount Claimed <input type="text" value="350.00"/> <i>Enter the Total Amount of Claim as of Date Case Filed (incl. secured, priority, general unsecured & unknown)</i>	Secured <input type="text"/> <i>If all or part of your claim is secured, enter the secured amount (Box 4 on claim)</i>	Priority <input type="text"/> <i>If all or part of your claim is entitled to priority, enter the priority amount (Box 5 on claim)</i>
Description:	<input type="text"/>	
Remarks:	<input type="text"/>	
Amend options: <input type="radio"/> Clear all Amounts		
<input type="button" value="Next"/> <input type="button" value="Clear"/>		

Click **Next**

Browse screen. This is where you will attach your PDF to the filing.

Case 12-10019

Filename
<input type="text"/> <input type="button" value="Browse..."/>
Attachments to Document: <input checked="" type="radio"/> No <input type="radio"/> Yes
<input type="button" value="Next"/> <input type="button" value="Clear"/>

Click **Browse**

Select the PDF that relates to the filing.

Click **Open** or double click on the file name.

Click **Next**

Confirmation/Electronic File Stamp screen. This confirms the filing has been completed. It contains the case number, case name, document number, creditor name, claim number, total amount claimed, date and time of filing.

U.S. Bankruptcy Court	
Middle District of Louisiana Training Database	
Notice of Electronic Claims Filing	
The following transaction was received from Morning Call Coffee Stand on 7/16/2012 at 9:40 AM CDT	
File another claim	
Case Name:	Mr. Debtor and Mrs. Joint Debtor
Case Number:	12-10019
Creditor Name:	Morning Call Coffee Stand 4436 Veterans Memorial Blvd. Metairie, LA 70006
Claim Number:	1 Claims Register
Amount Claimed:	\$350.00
Amount Secured:	
Amount Priority:	
The following document(s) are associated with this transaction:	
Document description:	Main Document
Original filename:	PDF.pdf
Electronic document Stamp:	KeyFile (/opt/BKECF/train/server/server/./support/Keys//opt/BKECF/train/server/support/Keys.key) is not available for this court.

Print this screen for your records

FILING AN AMENDED PROOF OF CLAIM

Your PDF should consist of the following:

Amended Proof of Claim - Form B10 signed and dated.

Include documents that support your claim.

****NOTE****

You will need to know the claim number being amended.

Do not include the complete social security number. You may only show the last four digits of the social security number.

The Proof of Claim must be signed and dated by the creditor or representative.

Once logged into CM/ECF, click **Bankruptcy** on the blue bar.

Below Bankruptcy Events, click **File Claims**.

Search for Creditor screen. Enter the bankruptcy case number **only**.

Search for Creditor

Case Number 12-10019 Find This Case

Name of creditor

Type of creditor

- Creditor
- Administrative
- 20 Largest Unsecured Creditors
- Limited Notice
- Notice of Appearance

Next Clear

Click **Next**

Select a Creditor for Claim screen. Click the drop down list and select the name of the creditor.

Select a Creditor for Claim

Case 12-10019: Mr. Debtor and Mrs. Joint Debtor

Morning Call Coffee Stand - 4436 Veterans Memorial Blvd. Metairie, LA 70006 - 7565 (Creditor)

[Add Creditor](#)

[Edit Creditor](#)

Next Clear

Click **Next**

Claims filed on behalf of creditor window appears with the creditor's name, address and claim number. If the information is correct click **Yes**.

Claims filed on behalf of creditor

Morning Call Coffee Stand
4436 Veterans Memorial Blvd.
Metairie, LA 70006

1

Is this the correct creditor?

Yes No

The Proof of Claim Information screen. In the **Amends Claim #** box, you must enter the claim number being amended. If you are amending claim number one, you would enter "1", in the Amends Claim # box as shown below.

Proof Of Claim Information For		
7565 - Morning Call Coffee Stand 4436 Veterans Memorial Blvd. Metairie, LA 70006		
Case Number: 12-10019	Amends Claim #: 1 Find	Filed By: Creditor
Last Date To File:	Date Filed: 07/16/2012	
Last Date To File(Govt):		
Claimed		
Amount Claimed <input type="text"/> <i>Enter the Total Amount of Claim as of Date Case Filed (incl. secured, priority, general unsecured & unknown)</i>	Secured <input type="text"/> <i>If all or part of your claim is secured, enter the secured amount (Box 4 on claim)</i>	Priority <input type="text"/> <i>If all or part of your claim is entitled to priority, enter the priority amount (Box 5 on claim)</i>
Description:	<input type="text"/>	
Remarks:	<input type="text"/>	
Amend options: <input type="radio"/> Clear all Amounts		
Next Clear		

Click **Find**

A window will appear with the creditor's name, claim number and the date filed. **Click** on the name of the creditor.

The screenshot shows a web browser window titled "TRAIN Database Area - Mozilla Firefox". The address bar displays a URL from "circ5.dcn". Below the browser window, there is a table with the following data:

Creditor Name ↓	Claim #	Date filed
Morning Call Coffee Stand	1	07/16/2012

The Proof of Claim Information screen. Below **Amount Claimed**, enter the amended information. This information must match the information on the Amended Proof of Claim form B10.

Proof Of Claim Information For
7565 - Morning Call Coffee Stand
4436 Veterans Memorial Blvd.
Metairie, LA 70006

Case Number: 12-10019	Amends Claim #: 1 <input type="button" value="Find"/>	Filed By: Creditor ▼
Last Date To File:	Date Filed: 07/16/2012	
Last Date To File(Govt):		

Claimed		
Amount Claimed <input type="text"/> <i>Enter the Total Amount of Claim as of Date Case Filed (incl. secured, priority, general unsecured & unknown)</i>	Secured <input type="text" value="350.00"/> <i>If all or part of your claim is secured, enter the secured amount (Box 4 on claim)</i>	Priority <input type="text"/> <i>If all or part of your claim is entitled to priority, enter the priority amount (Box 5 on claim)</i>
Description: <input type="text"/>		
Remarks: <input type="text"/>		

Amend options: ☐ Clear all Amounts

Click Next

Browse Screen. This is where you will attach your PDF to the filing.

Case **12-10019**

Filename

Attachments to Document: ☒ No ☐ Yes

Click **Browse**

Select the PDF that relates to the filing.

Click **Open** or double click on PDF.

Click **Next**

Confirmation/Electronic File Stamp screen. This confirms the filing has been completed. It contains the case number, case name, document number, creditor name, **amended claim number**, total amount claimed, date and time of filing.

U.S. Bankruptcy Court
Middle District of Louisiana Training Database

Notice of Electronic Claims Filing

The following transaction was received from Morning Call Coffee Stand on 7/16/2012 at 10:02 AM CDT

[File another claim](#)

Case Name: Mr. Debtor and Mrs. Joint Debtor
Case Number: [12-10019](#)
Creditor Name: Morning Call Coffee Stand
4436 Veterans Memorial Blvd.
Metairie, LA 70006
Claim Number: [Amended 1](#) [Claims Register](#)
Amount Claimed:
Amount Secured: \$350.00
Amount Priority:

The following document(s) are associated with this transaction:

Document description:Main Document
Original filename:PDF.pdf
Electronic document Stamp:
KeyFile (/opt/BKECF/train/server/server/./support/Keys/opt/BKECF/tra
in/server/support/Keys.key) is not available for this court.

Print this screen for your records

FILING A WITHDRAWAL OF CLAIM

Your PDF should consist of the following:

Withdrawal of Claim statement signed and dated.

****NOTE****

The Withdrawal of Claim must include the claim number and claim amount.

The Withdrawal of Claim must be signed and dated by the creditor.

Once logged into CM/ECF, click **Bankruptcy** on the blue bar.

Below Bankruptcy Events, click **Creditor Claims Actions**.

File a Claim Action screen. Enter the bankruptcy case number.

File a Claim action

Case Number

12-10019 Find This Case

Next Clear

Click **Next**

Select **Withdrawal of Claim** from the list.

File a Claim action

[12-10019 Mr. Debtor and Mrs. Joint Debtor](#)

Type: bk Chapter: 7 v Office: 3 (Baton Rouge)

Assets: n Case Flag: MEANSNO

Start typing to find another event. Hold down Ctrl to add additional items.

Available Events (click to select events)	Selected Events (click to remove events)
Certificate of Service	Withdrawal of Claim
Notice of Appearance and Request for Notice	
Notice of Mortgage Payment Change	
Notice of Mortgage Payment Change (No Proof of Claim Filed)	
Notice of Postpetition Mortgage Fees, Expenses, and Charges	
Reaffirmation Agreement	
Reaffirmation Agreement-Not Signed By Attorney	
Response To Objection to Proof of Claim	
Response to Notice of Final Cure Payment Rule 3002.1	
Transfer of Claim	
Withdraw Unclaimed Funds (Application)	
Withdrawal of Claim	
Withdrawal of Transfer of Claim	

Next Clear

Click **Next**

Click **Next** again

Browse screen. This is where you will attach your PDF to the filing.

File a Claim action:

12-10019 Mr. Debtor and Mrs. Joint Debtor

Type: bk

Chapter: 7 v

Office: 3 (Baton Rouge)

Assets: n

Case Flag: MEANSNO

Filename

Attachments to Document: ☒ No ☐ Yes

Click **Browse**

Select the PDF that relates to the filing.

Click **Open** or double click on file name.

Click **Next**

Click on the name of the creditor.

File a Claim action:

12-10019 Mr. Debtor and Mrs. Joint Debtor

Type: bk

Chapter: 7 v

Office: 3 (Baton Rouge)

Assets: n

Case Flag: MEANSNO

Select claim(s) from list

Claims Selected:

Creditor name	Claim #	Amount claimed	Date filed
Morning Call Coffee Stand (7565)	1		07/16/2012

(7565)
4436 Veterans Memorial Blvd.
Metairie, LA 70006

Click **Next**

Select Status for Claim No. 1 : Select **Withdraw**.

File a Claim action:

[12-10019 Mr. Debtor and Mrs. Joint Debtor](#)

Type: bk Chapter: 7 v Office: 3 (Baton Rouge)
Assets: n Case Flag: MEANSNO

Claim No. 1: Status

- Reclassify
- Reduce
- Strike
- Subordinate
- Unsecured
- Withdraw**

Next Clear

Click **Next**

Docket Text : Modify as Appropriate screen.

File a Claim action:

[12-10019 Mr. Debtor and Mrs. Joint Debtor](#)

Type: bk Chapter: 7 v Office: 3 (Baton Rouge)
Assets: n Case Flag: MEANSNO

Docket Text: Modify as Appropriate.

Withdrawal of Claims: 1 (Morning Call Coffee Stand)

Next Clear

Click **Next**

Docket Text: Final Text screen. Review this screen for errors. If you have any questions, contact the court.

File a Claim action:

[12-10019 Mr. Debtor and Mrs. Joint Debtor](#)

Type: bk Chapter: 7 v Office: 3 (Baton Rouge)
Assets: n Case Flag: MEANSNO

Docket Text: Final Text

Withdrawal of Claims: 1 (Morning Call Coffee Stand)

Attention!! Submitting this screen commits this transaction. You will have no further opportunity to modify this submission if you continue.

Next Clear

Click **Next**

Confirmation/Electronic File Stamp screen. This confirms the filing has been completed. It contains the case number, case name, document number, date and time of filing.

Print this screen for your records

FILING A RESPONSE TO OBJECTION TO PROOF OF CLAIM

Your PDF should consist of the following:

The Response to Objection to Proof of Claim along with any attachments or exhibits.

The Response to Objection to Proof of Claim must be signed and dated.

****NOTE****

You **must** enter the hearing date, time and location.

You **must** refer your Response to the Objection to Proof of Claim.

A Certificate of Service **must** be filed separately.

If the Certificate of Service is not filed as a separate document, under the event “Certificate of Service”, the Response will be stricken from the record.

Once logged into CM/ECF, click **Bankruptcy** on the blue bar.

Below Bankruptcy Events, click **Creditor Claims Actions**.

File a Claim Action screen. Enter the bankruptcy case number.

File a Claim action

Case Number

12-10019 Find This Case

Next Clear

Click **Next**

Select **Response to Objection to Proof of Claim** from the list.

File a Claim action

12-10019 Mr. Debtor and Mrs. Joint Debtor

Type: bk Chapter: 7 v Office: 3 (Baton Rouge)

Assets: n Case Flag: MEANSNO

Start typing to find another event. Hold down Ctrl to add additional items.

Available Events (click to select events)	Selected Events (click to remove events)
Certificate of Service	Response To Objection to Proof of Claim
Notice of Appearance and Request for Notice	
Notice of Mortgage Payment Change	
Notice of Mortgage Payment Change (No Proof of Claim Filed)	
Notice of Postpetition Mortgage Fees, Expenses, and Charges	
Reaffirmation Agreement	
Reaffirmation Agreement-Not Signed By Attorney	
Response To Objection to Proof of Claim	
Response to Notice of Final Cure Payment Rule 3002.1	
Transfer of Claim	
Withdraw Unclaimed Funds (Application)	
Withdrawal of Claim	
Withdrawal of Transfer of Claim	

Next Clear

Click **Next**

Click **Next** again

Browse screen. This is where you will attach your PDF to the filing.

File a Claim action:

12-10019 Mr. Debtor and Mrs. Joint Debtor

Type: bk

Chapter: 7 v

Office: 3 (Baton Rouge)

Assets: n

Case Flag: MEANSNO

Filename

Browse...

Attachments to Document: ☒ No ☐ Yes

Next

Clear

Click **Browse**

Select the PDF that relates to the filing.

Click **Open** or double click on file name.

Click **Next**

****The Objection to Claim will be set for hearing. You must enter that hearing date, time and location. Failing to enter the hearing information, or failing to refer your response to the correct event will result in your response not appearing on the court's calendar.****

Hearing Information screen. Enter the hearing date, time, and location. You **must** also check “Refer to existing event(s)” box.

File a Claim action:

12-10019 Mr. Debtor and Mrs. Joint Debtor

Type: bk

Chapter: 7 v


Office: 3 (Baton Rouge)

Assets: n

Case Flag: MEANSNO

☒ Refer to existing event(s)?

Hearing Date: 10/31/2012  Hearing Time: 9:00 AM 

Location: 707 Florida St., Rm. 222 

Next

Clear

Click **Next**

Select the category to which your event relates screen. Select **claims** as the category to which your event relates. If your not sure which category to select, you may select all categories or contact the court for assistance.

File a Claim action:

12-10019 Mr. Debtor and Mrs. Joint Debtor

Type: bk Chapter: 7 v Office: 3 (Baton Rouge)
Assets: n Case Flag: MEANSNO

Select the category to which your event relates.

answer
appeal
appeala
auditor
claims
cmp
court
crl
crditcrd
misc

Filed to

Documents to

Next Clear

Click **Next**

Select the appropriate event(s) to which your event relates screen. You **must** check the box next to the event to which you are responding.

File a Claim action:

12-10019 Mr. Debtor and Mrs. Joint Debtor

Type: bk Chapter: 7 v Office: 3 (Baton Rouge)
Assets: n Case Flag: MEANSNO

Select the appropriate event(s) to which your event relates:

☒ 07/16/2012 14 Objection to Claim / Filed by Trustee Trustee. (Trustee)

Next Clear

Click **Next**

The following schedule records will be associated with the docket entries specified below screen. **Do Not** check the box next to “Create Schedule record for docket entry”. You **must** again check the box next to the docket entry to which you are responding.

File a Claim action:

12-10019 Mr. Debtor and Mrs. Joint Debtor

Type: bk

Chapter: 7 v

Office: 3 (Baton Rouge)

Assets: n

Case Flag: MEANSNO

Type	hrg
Date	10/31/2012
Time	09:00
Location	707 Florida St., Rm. 222
Prompt	

The following schedule records will be associated with the docket entries specified below.

Select from the following docket entries those which the above schedule records should be associated with.

☐ Create Schedule record for current docket entry.

☒ 07/16/2012 14 Objection to Claim / Filed by Trustee Trustee. (Trustee)

Next

Clear

Click Next

Docket Text : Modify as Appropriate screen. You may modify the text to read, “**with Exhibits**” if included in the PDF.

File a Claim action:

12-10019 Mr. Debtor and Mrs. Joint Debtor

Type: bk

Chapter: 7 v

Office: 3 (Baton Rouge)

Assets: n

Case Flag: MEANSNO

Docket Text: Modify as Appropriate.

Response to Objection to Proof of Claim

with Exhibits

RE: related document(s)[14]

Objection to Claim filed by Trustee Trustee) Hearing scheduled 10/31/2012 at 09:00 AM at 707 Florida St., Rm. 222. (Morning Call Coffee Stand)

Next

Clear

Click Next

Docket Text: Final Text screen. Review this screen for errors. The final docket text should show the related document(s), and the hearing date, time, and location. If you have any questions, please contact the court.

File a Claim action:

12-10019 Mr. Debtor and Mrs. Joint Debtor

Type: blk

Chapter: 7 v

Office: 3 (Baton Rouge)

Assets: n

Case Flag: MEANSNO

Docket Text: Final Text

Response to Objection to Proof of Claim *with Exhibits* RE: related document(s)[14] Objection to Claim filed by Trustee Trustee) Hearing scheduled 10/31/2012 at 09:00 AM at 707 Florida St., Rm. 222. (Morning Call Coffee Stand)

Attention!! Submitting this screen commits this transaction. You will have no further opportunity to modify this submission if you continue.

Click Next

Confirmation/Electronic File Stamp screen. This confirms the filing has been completed. It contains the case number, case name, document number, date and time of filing.

Print this screen for your records

FILING A CERTIFICATE OF SERVICE

Your PDF should consist of the following:

The Certificate of Service and a list of the parties being noticed.

****NOTE****

The Certificate of Service **must** be filed separately. **DO NOT** attach, or incorporate the Certificate of Service with any pleadings.

A Certificate of Service is required for all Notices, and all Responses.

You **must** refer your Certificate of Service to your Notice, or Response.

The Certificate of Service **must** identify the pleadings served, identify the persons served by name, mailing address, or e-mail address, and state the date, and method of service for each party.

If you fail to file the Certificate of Service in compliance with Local Rule 9013-4, your pleading and all related items will be stricken from the record.

Once logged into CM/ECF, click **Bankruptcy** on the blue bar.

Below Bankruptcy Events, click **Creditor Claims Actions**.

File a Claim Action screen. Enter the bankruptcy case number.

File a Claim action

Case Number

12-10019 Find This Case

Next Clear

Click **Next**

Select **Certificate of Service** from the list.

File a Claim action

12-10019 Mr. Debtor and Mrs. Joint Debtor

Type: bk Chapter: 7 v Office: 3 (Baton Rouge)

Assets: n Case Flag: MEANSNO

Start typing to find another event. Hold down Ctrl to add additional items.

Available Events (click to select events)	Selected Events (click to remove events)
Certificate of Service	Certificate of Service
Notice of Appearance and Request for Notice	
Notice of Mortgage Payment Change	
Notice of Mortgage Payment Change (No Proof of Claim Filed)	
Notice of Postpetition Mortgage Fees, Expenses, and Charges	
Reaffirmation Agreement	
Reaffirmation Agreement-Not Signed By Attorney	
Response To Objection to Proof of Claim	
Response to Notice of Final Cure Payment Rule 3002.1	
Transfer of Claim	
Withdraw Unclaimed Funds (Application)	
Withdrawal of Claim	
Withdrawal of Transfer of Claim	

Next Clear

Click **Next**

Click **Next** again

Browse screen. This is where you will attach your PDF to the filing.

File a Claim action:

12-10019 Mr. Debtor and Mrs. Joint Debtor

Type: bk

Chapter: 7 v

Office: 3 (Baton Rouge)

Assets: n

Case Flag: MEANSNO

Filename

Attachments to Document: ☒ No ☐ Yes

Click **Browse**

Select the PDF that relates to the filing.

Click **Open** or double click on file name.

Click **Next**

Refer to existing event(s) screen. Check the Refer to existing event(s) box.

File a Claim action:

12-10019 Mr. Debtor and Mrs. Joint Debtor

Type: bk

Chapter: 7 v

Office: 3 (Baton Rouge)

Assets: n

Case Flag: MEANSNO

☒ **Refer to existing event(s)?**

Click **Next**

Select the category to which your event relates screen. You **must** select a category.

File a Claim action:

12-10019 Mr. Debtor and Mrs. Joint Debtor

Type: bk

Chapter: 7 v

Office: 3 (Baton Rouge)

Assets: n

Case Flag: MEANSNO

Select the category to which your event relates.

claims
cmp
court
crcl
creditor
misc
motion
notice
order
plan

Filed to

Documents to

Click Next

By previously selecting the category, all pending events filed in that category will appear.

Check the box next to the specific event to which your Certificate of Service relates.

File a Claim action:

12-10019 Mr. Debtor and Mrs. Joint Debtor

Type: bk

Chapter: 7 v

Office: 3 (Baton Rouge)

Assets: n

Case Flag: MEANSNO

Select the appropriate event(s) to which your event relates:

☒ 07/16/2012 [15](#) Response to Objection to Proof of Claim with Exhibits RE: related document(s) [14](#) Objection to Claim filed by Trustee Trustee) Hearing scheduled 10/31/2012 at 09:00 AM at 707 Florida St., Rm. 222. (Morning Call Coffee Stand)

Click Next

Docket Text: Modify as Appropriate screen. You should not have to modify the docket text.

File a Claim action:

12-10019 Mr. Debtor and Mrs. Joint Debtor

Type: bk

Chapter: 7 v

Office: 3 (Baton Rouge)

Assets: n

Case Flag: MEANSNO

Docket Text: Modify as Appropriate.

Certificate of Service RE: related document(s)[15] Response To Objection to Proof of Claim) (Morning Call Coffee Stand)

Click Next

Docket Text: Final Text screen. Review this screen for errors. Final text should show related document(s) and document number. If you have any questions, contact the court.

File a Claim action:

12-10019 Mr. Debtor and Mrs. Joint Debtor

Type: bk

Chapter: 7 v

Office: 3 (Baton Rouge)

Assets: n

Case Flag: MEANSNO

Docket Text: Final Text

Certificate of Service RE: related document(s)[15] Response To Objection to Proof of Claim) (Morning Call Coffee Stand)

Attention!! Submitting this screen commits this transaction. You will have no further opportunity to modify this submission if you continue.

Click Next

Confirmation/Electronic File Stamp screen. This confirms the filing has been completed. It contains the case number, case name, document number, date and time of filing.

Print this screen for your records

FILING A REAFFIRMATION AGREEMENT

Your PDF should consist of the following:

Reaffirmation Agreement Cover Sheet - Form B27, signed by the filer.

Reaffirmation Agreement - Form B240A, signed by the debtor(s), debtor's attorney, and the creditor.

****NOTE****

There are two Reaffirmation Agreement events to select from when filing;

1. Reaffirmation Agreement.

2. Reaffirmation Agreement - Not Signed by Attorney.

If the incorrect Reaffirmation Agreement event is selected, it will have to be re-filed correctly within five days or it will be stricken from the record.

Once logged into CM/ECF, click **Bankruptcy** in the blue bar.

Below Bankruptcy Events, click **Creditor Claims Actions**.

File A Claim Action screen. Enter the bankruptcy case number.

File a Claim action

Case Number

12-10019 Find This Case

Next Clear

Click **Next**

Select **Reaffirmation Agreement** from the list if signed by debtor's attorney.

File a Claim action

12-10019 Mr. Debtor and Mrs. Joint Debtor

Type: bk Chapter: 7 v Office: 3 (Baton Rouge)

Assets: n Case Flag: MEANSNO

Start typing to find another event. Hold down Ctrl to add additional items.

Available Events (click to select events)	Selected Events (click to remove events)
Certificate of Service	Reaffirmation Agreement
Notice of Appearance and Request for Notice	
Notice of Mortgage Payment Change	
Notice of Mortgage Payment Change (No Proof of Claim Filed)	
Notice of Postpetition Mortgage Fees, Expenses, and Charges	
Reaffirmation Agreement	
Reaffirmation Agreement-Not Signed By Attorney	
Response To Objection to Proof of Claim	
Response to Notice of Final Cure Payment Rule 3002.1	
Transfer of Claim	
Withdraw Unclaimed Funds (Application)	
Withdrawal of Claim	
Withdrawal of Transfer of Claim	

Next Clear

Click **Next**

Click **Next** again

Browse screen. This is where you will attach your PDF to the filing.

File a Claim action:

12-10019 Mr. Debtor and Mrs. Joint Debtor

Type: bk

Chapter: 7 v

Office: 3 (Baton Rouge)

Assets: n

Case Flag: MEANSNO

Filename

Browse...

Attachments to Document: ☒ No ☐ Yes

Next

Clear

Click **Browse**

Select the PDF that relates to the filing.

Click **Open** or double click on the file name.

Click **Next**

Docket Text: Modify as Appropriate screen. You **must** enter the name of the creditor. The docket text should read, “**Reaffirmation Agreement between Debtor and Creditor’s name**”, as shown below.

File a Claim action:

12-10019 Mr. Debtor and Mrs. Joint Debtor

Type: bk

Chapter: 7 v

Office: 3 (Baton Rouge)

Assets: n

Case Flag: MEANSNO

Docket Text: Modify as Appropriate.

Reaffirmation Agreement Between Debtor and **(Morning Call Coffee Stand)**

Next

Clear

Click **Next**

Docket Text: Final Text screen. Review this screen for errors. Final text should read, Reaffirmation Agreement between the debtor and the name of the creditor, as shown below. If you have any questions, contact the court.

File a Claim action:

12-10019 Mr. Debtor and Mrs. Joint Debtor

Type: bk

Chapter: 7 v

Office: 3 (Baton Rouge)

Assets: n

Case Flag: MEANSNO

Docket Text: Final Text

Reaffirmation Agreement Between Debtor and *Morning Call Coffee Stand* (Morning Call Coffee Stand)

Attention!! Submitting this screen commits this transaction. You will have no further opportunity to modify this submission if you continue.

Next

Clear

Click Next

Confirmation/Electronic File Stamp screen. This confirms the filing has been completed. It contains the case number, case name, document number, date and time of filing.

Print this screen for your records

FILING A REAFFIRMATION AGREEMENT- NOT SIGNED BY ATTORNEY

Your PDF should consist of the following:

Reaffirmation Agreement Cover Sheet - Form B27, signed by the filer.

Reaffirmation Agreement - Form B240A, signed by the debtor(s), debtor's attorney, and the creditor.

****NOTE****

There are two Reaffirmation Agreement events to select from when filing;

1. Reaffirmation Agreement.

2. Reaffirmation Agreement - Not Signed by Attorney.

If the incorrect Reaffirmation Agreement event is selected, it will have to be re-filed correctly within five days or it will be stricken from the record.

The Reaffirmation Agreement - Not Signed by Attorney will be noticed for hearing by the court. The debtor(s) **must** attend the hearing.

Once logged into CM/ECF, click **Bankruptcy** in the blue bar.

Below Bankruptcy Events, click **Creditor Claims Actions**.

File A Claim Action screen. Enter the bankruptcy case number.

File a Claim action

Case Number

Click **Next**

Select **Reaffirmation Agreement-Not Signed By Attorney** from the list if not signed by the debtor's attorney.

File a Claim action

12-10019 Mr. Debtor and Mrs. Joint Debtor

Type: bk Chapter: 7 v Office: 3 (Baton Rouge)
Assets: n Case Flag: MEANSNO

Start typing to find another event. Hold down Ctrl to add additional items.

Available Events (click to select events)	Selected Events (click to remove events)
Certificate of Service	Reaffirmation Agreement-Not Signed By Attorney
Notice of Appearance and Request for Notice	
Notice of Mortgage Payment Change	
Notice of Mortgage Payment Change (No Proof of Claim Filed)	
Notice of Postpetition Mortgage Fees, Expenses, and Charges	
Reaffirmation Agreement	
Reaffirmation Agreement-Not Signed By Attorney	
Response To Objection to Proof of Claim	
Response to Notice of Final Cure Payment Rule 3002.1	
Transfer of Claim	
Withdraw Unclaimed Funds (Application)	
Withdrawal of Claim	
Withdrawal of Transfer of Claim	

Click **Next**

Click **Next** again

Browse screen. This is where you will attach your PDF to the filing.

File a Claim action:

12-10019 Mr. Debtor and Mrs. Joint Debtor

Type: bk

Chapter: 7 v

Office: 3 (Baton Rouge)

Assets: n

Case Flag: MEANSNO

Filename

Attachments to Document: ☒ No ☐ Yes

Click **Browse**

Select the PDF that relates to the filing.

Click **Open** or double click on the file name.

Click **Next**

Enter Creditor Name in This Reaffirmation Agreement screen. You **must** enter the name of the creditor.

File a Claim action:

12-10019 Mr. Debtor and Mrs. Joint Debtor

Type: bk

Chapter: 7 v

Office: 3 (Baton Rouge)

Assets: n

Case Flag: MEANSNO

Enter Creditor Name in This Reaffirmation Agreement

Click **Next**

Click **Next** again

Docket Text: Final Text screen. Review this screen for errors. Final text should read, Pro se Reaffirmation Agreement between the debtor and name of the creditor, as shown below. If you have any questions, contact the court.

File a Claim action:

12-10019 Mr. Debtor and Mrs. Joint Debtor

Type: bk

Chapter: 7 v

Office: 3 (Baton Rouge)

Assets: n

Case Flag: MEANSNO

Docket Text: Final Text

Pro se Reaffirmation Agreement Between Debtor and Morning Call Coffee Stand (Morning Call Coffee Stand)

Attention!! Submitting this screen commits this transaction. You will have no further opportunity to modify this submission if you continue.

Next

Clear

Click Next

Confirmation/Electronic File Stamp screen. This confirms the filing has been completed. It contains the case number, case name, document number, date and time of filing.

Print this screen for your records

FILING AN APPLICATION TO WITHDRAW UNCLAIMED FUNDS

Your PDF should consist of the following:

A signed and dated Application to Withdraw Unclaimed Funds

A copy of your drivers license must be included.

A Certificate of Service noticing the Office of the U.S. Attorney **must** be filed separately.

****NOTE****

You must e-mail an ex parte order to the court. Instructions can be found in the Administrative Procedure Manual, under Submission of Orders and Judgments.

The e-mail address to which all proposed orders shall be sent is orders@lamb.uscourts.gov

The subject line should begin with the term “Ex Parte” (with no space, and with quotation marks to be excluded), which shall be followed, after a space, by the seven digit case number.

Example: Ex Parte 08-10112

Once logged into CM/ECF, click **Bankruptcy** in the blue bar.

Below Bankruptcy Events, click **Creditor Claims Actions**.

File A Claim Action screen. Enter the bankruptcy case number.

File a Claim action

Case Number

12-10019 Find This Case

Next Clear

Click **Next**

Select **Withdraw Unclaimed Funds (Application)** from the list.

File a Claim action

12-10019 Mr. Debtor and Mrs. Joint Debtor

Type: bk Chapter: 7 v Office: 3 (Baton Rouge)

Assets: n Case Flag: MEANSNO

Start typing to find another event. Hold down Ctrl to add additional items.

Available Events (click to select events)	Selected Events (click to remove events)
Certificate of Service	Withdraw Unclaimed Funds (Application)
Notice of Appearance and Request for Notice	
Notice of Mortgage Payment Change	
Notice of Mortgage Payment Change (No Proof of Claim Filed)	
Notice of Postpetition Mortgage Fees, Expenses, and Charges	
Reaffirmation Agreement	
Reaffirmation Agreement-Not Signed By Attorney	
Response To Objection to Proof of Claim	
Response to Notice of Final Cure Payment Rule 3002.1	
Transfer of Claim	
Withdraw Unclaimed Funds (Application)	
Withdrawal of Claim	
Withdrawal of Transfer of Claim	

Next Clear

Click **Next**

Click **Next** again

Browse screen. This is where you will attach your PDF to the filing.

File a Claim action:

[12-10019 Mr. Debtor and Mrs. Joint Debtor](#)

Type: bk

Chapter: 7 v

Office: 3 (Baton Rouge)

Assets: n

Case Flag: MEANSNO

Filename

Attachments to Document: ☒ No ☐ Yes

Click **Browse**

Select the PDF that relates to the filing.

Click **Open** or double click on the file name.

Click **Next**

Docket Text: Modify as Appropriate screen. Select “**Ex Parte**”. If you have any questions, please contact the court.

File a Claim action:

[12-10019 Mr. Debtor and Mrs. Joint Debtor](#)

Type: bk

Chapter: 7 v

Office: 3 (Baton Rouge)

Assets: n

Case Flag: MEANSNO

Docket Text: Modify as Appropriate.

Application to Withdraw Unclaimed Funds

(Morning Call

Coffee Stand)

Click **Next**

Docket Text: Final Text screen. Review this screen for errors. You **must** also file a **Certificate of Service** separately, refer to page 27. If you have any questions, please contact the court.

File a Claim action:

[12-10019 Mr. Debtor and Mrs. Joint Debtor](#)

Type: bk

Chapter: 7 v

Office: 3 (Baton Rouge)

Assets: n

Case Flag: MEANSNO

Docket Text: Final Text

Ex Parte Application to Withdraw Unclaimed Funds (Morning Call Coffee Stand)

Attention!! Submitting this screen commits this transaction. You will have no further opportunity to modify this submission if you continue.

Have you redacted?

Click Next

Confirmation/Electronic File Stamp screen. This confirms the filing has been completed. It contains the case number, case name, document number, date and time of filing.

Print this screen for your records

FILING A NOTICE OF APPEARANCE AND REQUEST FOR NOTICE

Your PDF should consist of the following:

A statement that includes the case name, case number, as well as the name and mailing address of the party wanting to receive notices.

The Notice of Appearance and Request for Notice must be signed and dated.

****NOTE****

A Certificate of Service must be filed separately. **Do Not** include it with the Notice of Appearance.

Once logged into CM/ECF, click **Bankruptcy** in the blue bar.

Below Bankruptcy Events, click **Creditor Claims Actions**.

File A Claim Action screen. Enter the bankruptcy case number.

File a Claim action

Case Number

12-10019 Find This Case

Next Clear

Click **Next**

Select **Notice of Appearance and Request for Notice** from the list.

File a Claim action

12-10019 Mr. Debtor and Mrs. Joint Debtor

Type: bk Chapter: 7 v Office: 3 (Baton Rouge)

Assets: n Case Flag: MEANSNO

Start typing to find another event. Hold down Ctrl to add additional items.

Available Events (click to select events)	Selected Events (click to remove events)
Certificate of Service	Notice of Appearance and Request for Notice
Notice of Appearance and Request for Notice	
Notice of Mortgage Payment Change	
Notice of Mortgage Payment Change (No Proof of Claim Filed)	
Notice of Postpetition Mortgage Fees, Expenses, and Charges	
Reaffirmation Agreement	
Reaffirmation Agreement-Not Signed By Attorney	
Response To Objection to Proof of Claim	
Response to Notice of Final Cure Payment Rule 3002.1	
Transfer of Claim	
Withdraw Unclaimed Funds (Application)	
Withdrawal of Claim	
Withdrawal of Transfer of Claim	

Next Clear

Click **Next**

Click **Next** again

Browse screen. This is where you will attach your PDF to the filing.

File a Claim action:

[12-10019 Mr. Debtor and Mrs. Joint Debtor](#)

Type: bk

Chapter: 7 v

Office: 3 (Baton Rouge)

Assets: n

Case Flag: MEANSNO

Filename

Attachments to Document: ☒ No ☐ Yes

Click **Browse**

Select the PDF that relates to the filing.

Click **Open** or double click on the file name.

Click **Next**

Docket Text: Modify as Appropriate screen. You should not have to modify the docket text. You **must** also file a **Certificate of Service** separately, refer to page 27. If you have any questions, please contact the court.

File a Claim action:

[12-10019 Mr. Debtor and Mrs. Joint Debtor](#)

Type: bk

Chapter: 7 v

Office: 3 (Baton Rouge)

Assets: n

Case Flag: MEANSNO

Docket Text: Modify as Appropriate.

Notice of Appearance and Request for Notice (Morning Call Coffee Stand)

Click **Next**

Docket Text: Final Text screen. Review this screen for errors. If you have any questions, please contact the court.

File a Claim action:

[12-10019 Mr. Debtor and Mrs. Joint Debtor](#)

Type: bk

Chapter: 7 v

Office: 3 (Baton Rouge)

Assets: n

Case Flag: MEANSNO

Docket Text: Final Text

Notice of Appearance and Request for Notice (Morning Call Coffee Stand)

Attention!! Submitting this screen commits this transaction. You will have no further opportunity to modify this submission if you continue.

Have you redacted?

Click Next

Confirmation/Electronic File Stamp screen. This confirms the filing has been completed. It contains the case number, case name, document number, date and time of filing.

Print this screen for your records

FILING A TRANSFER OF CLAIM

Your PDF should consist of the following:

Transfer of Claim - Form 210A signed and dated.

****NOTE****

You must include the name and address of both the transferee and the transferor.

You must include the claim number and the amount of the claim being transferred.

Once logged into CM/ECF, click **Bankruptcy** in the blue bar.

Below Bankruptcy Events, click **Creditor Claims Actions**.

File A Claim Action screen. Enter the bankruptcy case number.

File a Claim action

Case Number

12-10019 Find This Case

Next Clear

Click **Next**

Select **Transfer of Claim**. from the list.

File a Claim action

12-10019 Mr. Debtor and Mrs. Joint Debtor

Type: bk Chapter: 7 v Office: 3 (Baton Rouge)

Assets: n Case Flag: MEANSNO

Start typing to find another event. Hold down Ctrl to add additional items.

Available Events (click to select events)	Selected Events (click to remove events)
Certificate of Service	Transfer of Claim
Notice of Appearance and Request for Notice	
Notice of Mortgage Payment Change	
Notice of Mortgage Payment Change (No Proof of Claim Filed)	
Notice of Postpetition Mortgage Fees, Expenses, and Charges	
Reaffirmation Agreement	
Reaffirmation Agreement-Not Signed By Attorney	
Response To Objection to Proof of Claim	
Response to Notice of Final Cure Payment Rule 3002.1	
Transfer of Claim	
Withdraw Unclaimed Funds (Application)	
Withdrawal of Claim	
Withdrawal of Transfer of Claim	

Next Clear

Click **Next**

Click **Next** again

Browse screen. This is where you will attach your PDF to the filing.

File a Claim action:

[12-10019 Mr. Debtor and Mrs. Joint Debtor](#)

Type: bk

Chapter: 7 v

Office: 3 (Baton Rouge)

Assets: n

Case Flag: MEANSNO

Filename

Attachments to Document: ☒ No ☐ Yes

Click **Browse**

Select the PDF that relates to the filing.

Click **Open** or double click on the file name.

Click **Next**

File A Claim Action screen. **Click** on the name of the creditor.

File a Claim action:

[12-10019 Mr. Debtor and Mrs. Joint Debtor](#)

Type: bk

Chapter: 7 v

Office: 3 (Baton Rouge)

Assets: n

Case Flag: MEANSNO

Select claim(s) from list

Claims Selected:

Creditor name	Claim #	Amount claimed	Date filed
Morning Call Coffee Stand (7565)	1		07/16/2012

Click **Next**

You **must** enter the following information.

Select the **Transfer Type**.

Search and select the **Transferee**, the creditor that the claim is being transferred to.

Search and select the **Transferor**, the creditor who is transferring the claim.

Enter the **Claim number** being transferred.

File a Claim action:

[12-10019 Mr. Debtor and Mrs. Joint Debtor](#)

Type: bk

Chapter: 7 v

Office: 3 (Baton Rouge)

Assets: n

Case Flag: MEANSNO

Transfer type ☐ 3001 (e) 1 ☒ 3001 (e) 2 ☐ 3001 (e) 3 ☐ 3001 (e) 4

Search for transferee

Search Creditors

Add New Creditor

Transferee selected

Mr. Nice Guy Collections,619 North Street,Baton Rouge, LA 70802

Search for transferor

Search Creditors

Transferor selected

Morning Call Coffee Stand

Claim number

1

Search for transferor

Search Creditors

Transferor selected

Claim number

Search for transferor

Search Creditors

Transferor selected

Claim number

Transfer More Claims

Next

Clear

Click **Next**

Docket Text : Modify as Appropriate screen. You should not have to modify the docket text.

File a Claim action:

[12-10019 Mr. Debtor and Mrs. Joint Debtor](#)

Type: bk

Chapter: 7 v

Office: 3 (Baton Rouge)

Assets: n

Case Flag: MEANSNO

Docket Text: Modify as Appropriate.

Transfer of Claim. To Mr. Nice Guy Collections 619 North Street Baton Rouge, LA 70802 (Morning Call Coffee Stand)

Next

Clear

Click Next

Docket Text: Final Text screen. Review this screen for errors. If you have any questions, please contact the court.

File a Claim action:

[12-10019 Mr. Debtor and Mrs. Joint Debtor](#)

Type: bk

Chapter: 7 v

Office: 3 (Baton Rouge)

Assets: n

Case Flag: MEANSNO

Docket Text: Final Text

Transfer of Claim. To Mr. Nice Guy Collections 619 North Street Baton Rouge, LA 70802 (Morning Call Coffee Stand)

Attention!! Submitting this screen commits this transaction. You will have no further opportunity to modify this submission if you continue.

Have you redacted?

Next

Clear

Click Next

Confirmation/Electronic File Stamp screen. This confirms the filing has been completed. It contains the case number, case name, document number, date and time of filing.

Print this screen for your records

FILING A NOTICE OF MORTGAGE PAYMENT CHANGE

Your PDF should consist of the following:

The Notice of Mortgage Payment Change - National Form B 10S1.

****NOTE****

If you fail to file the Certificate of Service in compliance with Local Rule 9013-4, your pleadings will be stricken from the record.

The Certificate of Service **must** be filed separately. **Do Not** attach, or incorporate the Certificate of Service with any pleadings.

The Notice of Mortgage Payment Change must be signed and dated

Once logged into CM/ECF, click **Bankruptcy** in the blue bar.

Below Bankruptcy Events, click **Creditor Claims Actions**.

File A Claim Action screen. Enter the bankruptcy case number.

File a Claim action

Case Number

12-10019 Find This Case

Next Clear

Click **Next**

Select **Notice of Mortgage Payment Change** from the list if a Proof of Claim has been filed. If a Proof of Claim has not been filed then select **Notice of Mortgage Payment Change (No Proof of Claim Filed)**.

File a Claim action

12-10019 Mr. Debtor and Mrs. Joint Debtor

Type: bk Chapter: 7 v Office: 3 (Baton Rouge)

Assets: n Case Flag: MEANSNO

Start typing to find another event. Hold down Ctrl to add additional items.

Available Events (click to select events)	Selected Events (click to remove events)
Certificate of Service	Notice of Mortgage Payment Change
Notice of Appearance and Request for Notice	
Notice of Mortgage Payment Change	
Notice of Mortgage Payment Change (No Proof of Claim Filed)	
Notice of Postpetition Mortgage Fees, Expenses, and Charges	
Reaffirmation Agreement	
Reaffirmation Agreement-Not Signed By Attorney	
Response To Objection to Proof of Claim	
Response to Notice of Final Cure Payment Rule 3002.1	
Transfer of Claim	
Withdraw Unclaimed Funds (Application)	
Withdrawal of Claim	
Withdrawal of Transfer of Claim	

Next Clear

Click **Next**

Click **Next** again

Browse screen. This is where you will attach your PDF to the filing.

File a Claim action:

[12-10019 Mr. Debtor and Mrs. Joint Debtor](#)

Type: bk

Chapter: 7 v

Office: 3 (Baton Rouge)

Assets: n

Case Flag: MEANSNO

Document number assignment: no number assigned

Filename

Browse

Attachments to Document: ☒ No ☐ Yes

Next

Clear

Click **Browse**

Select the PDF that relates to the filing.

Click **Open** or double click on the file name.

Click **Next**

File A Claim Action screen. Click on the name of the creditor.

File a Claim action:

[12-10019 Mr. Debtor and Mrs. Joint Debtor](#)

Type: bk

Chapter: 7 v

Office: 3 (Baton Rouge)

Assets: n

Case Flag: MEANSNO

Select claim(s) from list

Claims Selected:

Creditor name	Claim #	Amount claimed	Date filed
Morning Call Coffee Stand (7565)	2		03/04/2013
			07/16/2013

Next

Clear

Click **Next**

****Remember, the Certificate of Service **MUST NOT** be attached, or incorporated with the Notice of Mortgage Payment Change.****

Click Next

Docket Text : Modify as Appropriate screen. Type in the name of the creditor as shown below.

File a Claim action:

12-10019 Mr. Debtor and Mrs. Joint Debtor

Type: bk

Chapter: 7 v

Office: 3 (Baton Rouge)

Assets: n

Case Flag: MEANSNO

Docket Text: Modify as Appropriate.

Notice of Mortgage Payment Change (Claim # 2) Filed by (Morning Call Coffee Stand)

Click Next

Docket Text: Final Text screen. Review this screen for errors. If you have any questions, please contact the court.

File a Claim action:

12-10019 Mr. Debtor and Mrs. Joint Debtor

Type: bk

Chapter: 7 v

Office: 3 (Baton Rouge)

Assets: n

Case Flag: MEANSNO

Docket Text: Final Text

Notice of Mortgage Payment Change (Claim # 2) Filed by *Morning Call Coffee Stand* (Morning Call Coffee Stand)

Attention!! Submitting this screen commits this transaction. You will have no further opportunity to modify this submission if you continue.

Have you redacted?

Click Next

Confirmation/Electronic File Stamp screen. This confirms the filing has been completed. It contains the case number, case name, document number, date and time of filing.

Print this screen for your records

FILING A NOTICE OF POST-PETITION MORTGAGE FEES, EXPENSES, AND CHANGES

Your PDF should consist of the following:

The Notice of Mortgage Payment Change - National Form B 10S2.

****NOTE****

If you fail to file the Certificate of Service in compliance with Local Rule 9013-4, your pleadings will be stricken from the record.

The Certificate of Service **must** be filed separately. **Do Not** attach, or incorporate the Certificate of Service with any pleadings.

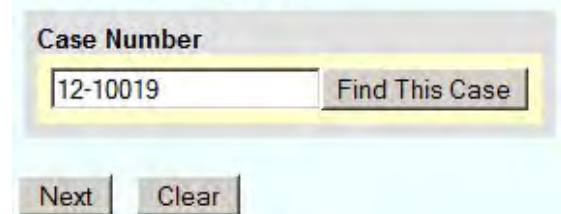
The Notice of Post-Petition Mortgage Fees, Expenses, and Changes must be signed and dated.

Once logged into CM/ECF, click **Bankruptcy** in the blue bar.

Below Bankruptcy Events, click **Creditor Claims Actions**.

File A Claim Action screen. Enter the bankruptcy case number.

File a Claim action



Case Number

12-10019 Find This Case

Next Clear

Click **Next**

Select **Notice of Post-Petition Mortgage Fees, Expenses, and Changes**, from the list.

File a Claim action

[12-10019 Mr. Debtor and Mrs. Joint Debtor](#)

Type: bk

Chapter: 7 v

Office: 3 (Baton Rouge)

Assets: n

Case Flag: MEANSNO

Start typing to find another event. Hold down Ctrl to add additional items.

Available Events (click to select events)

Certificate of Service
Notice of Appearance and Request for Notice
Notice of Mortgage Payment Change
Notice of Mortgage Payment Change (No Proof of Claim Filed)
Notice of Postpetition Mortgage Fees, Expenses, and Charges
Reaffirmation Agreement
Reaffirmation Agreement-Not Signed By Attorney
Response To Objection to Proof of Claim
Response to Notice of Final Cure Payment Rule 3002.1
Transfer of Claim
Withdraw Unclaimed Funds (Application)
Withdrawal of Claim
Withdrawal of Transfer of Claim

Selected Events (click to remove events)

Notice of Postpetition Mortgage Fees, Expenses, and Charges

Next Clear

Click **Next**

Click **Next** again

Browse screen. This is where you will attach your PDF to the filing.

File a Claim action:

[12-10019 Mr. Debtor and Mrs. Joint Debtor](#)

Type: bk

Chapter: 7 v

Office: 3 (Baton Rouge)

Assets: n

Case Flag: MEANSNO

Document number assignment: no number assigned

Filename

Attachments to Document: ☒ No ☐ Yes

Click **Browse**

Select the PDF that relates to the filing.

Click **Open** or double click on the file name.

Click **Next**

File A Claim Action screen. **Click** on the name of the creditor.

File a Claim action:

[12-10019 Mr. Debtor and Mrs. Joint Debtor](#)

Type: bk

Chapter: 7 v

Office: 3 (Baton Rouge)

Assets: n

Case Flag: MEANSNO

Select claim(s) from list

Claims Selected:

Creditor name	Claim #	Amount claimed	Date filed
Morning Call Coffee Stand (7565)	2		03/04/2013

Click **Next**

****Remember, the Certificate of Service MUST NOT be attached, or incorporated with the Notice of Post-Petition Mortgage Fees, Expenses, and Changes.****

Click Next

Docket Text : Modify as Appropriate screen. Type in the name of the creditor as shown below.

File a Claim action:

12-10019 Mr. Debtor and Mrs. Joint Debtor

Type: bk

Chapter: 7 v

Office: 3 (Baton Rouge)

Assets: n

Case Flag: MEANSNO

Docket Text: Modify as Appropriate.

Notice of Postpetition Mortgage Fees, Expenses, and Charges (Claim # 2) Filed by

Morning Call Coffee Stand (Morning Call Coffee Stand)

Next

Clear

Click Next

Docket Text: Final Text screen. Review this screen for errors. If you have any questions, please contact the court.

File a Claim action:

12-10019 Mr. Debtor and Mrs. Joint Debtor

Type: bk

Chapter: 7 v

Office: 3 (Baton Rouge)

Assets: n

Case Flag: MEANSNO

Docket Text: Final Text

Notice of Postpetition Mortgage Fees, Expenses, and Charges (Claim # 2) Filed by *Morning Call Coffee Stand* (Morning Call Coffee Stand)

Attention!! Submitting this screen commits this transaction. You will have no further opportunity to modify this submission if you continue.

Have you redacted?

Next

Clear

Click Next

Confirmation/Electronic File Stamp screen. This confirms the filing has been completed. It contains the case number, case name, document number, date and time of filing.

Print this screen for your records

SUBMISSION OF ORDERS AND JUDGMENTS

****NOTE****

Orders are **NOT** to be filed electronically.

Orders must be e-mailed to the court. The address to which all proposed orders shall be sent is

orders@lamb.uscourts.gov

A. Submission of Orders Upon Filing

1. For all motions, applications, objections to claims, and other requests for relief, the Electronic Filer shall e-mail an appropriate proposed order at the time of filing.
2. The following requests for relief do not require submission of an order. The court will prepare the orders relating to these motions:
 - a. Motions to Convert or Dismiss Case
 - b. Applications to Pay Filing Fee in Installments
 - c. Applications to Waive the Chapter 7 Filing Fee

B. E-mail Transmission

Proposed orders and judgments shall be submitted to the court by e-mail as an attached document in **WordPerfect** or **Word** format. The e-mail shall be sent to the e-mail address for orders and judgments. Only one order shall be attached per e-mail.

C. E-Mail Addresses for Orders and Judgments:

orders@lamb.uscourts.gov

D. Subject Line of E Mail (Pursuant Local Rule 9013-5)

1. For orders or judgments regarding matters noticed for hearing or set for trial, the subject line of the e-mail shall include the hearing date and case number only.
Example: 01/01/07 07-10001

2. For orders or judgments regarding ex parte matters or orders resolving matters prior to a scheduled hearing or trial date, the subject line of the email shall include the word ex parte and the case number only.
Example: Ex Parte 07-10001
3. For orders or judgments regarding expedited matters, the subject line of the e-mail shall include the word expedited and the case number only.
Example: Expedited 07-10001

E. Restrictions on Fonts

The Bankruptcy Noticing Center requires the use of Courier and Times New Roman, 12 point type and black type face only. Please use the same font throughout the proposed order or judgment.

F. Affixing Signatures

Signatures of parties or their attorneys on any agreed order or judgment must be made by means authorized under section II C of these Procedures.